

May 21, 2013

To: Alabama Approved Drycleaning Environmental Consultants

From: Ashley C. Cousins, P.E.  
Board Engineer

Re: Guidance on Preparation of Cost Proposals and Payment Requests  
New Maximum Rates

The Alabama Drycleaning Environmental Response Trust Fund Advisory Board met on May 16, 2013 and adopted the enclosed guidance on preparation of Cost Proposals and Payment Requests, along with a new Maximum Rate Schedule. The effective date for the Maximum Rate Schedule is June 1, 2013. Any invoices dated June 1, 2013 or later shall be subject to the new rates. If Cost Proposals were previously authorized at the old rates, the Payment Request shall be adjusted to reflect the new rates.

New Cost Proposal and Payment Request forms are available on the Board website in an excel format. Please submit one electronic copy of your Cost Proposal/Payment Request to the board engineer at [acousins@acessllc.com](mailto:acousins@acessllc.com). Two signed original copies of the Cost Proposal and/or Payment Request must be received at the Board office by the quarterly Board Deadline posted on the Board website.

Please be advised that all cost must be pre-approved and covered by an authorized Cost Proposal. In order to receive reimbursement for work performed, a Payment Request must be received within 1 year of the authorized Cost Proposal or an extension shall be requested from the Board Engineer with rationale for delay of the work. Board policies are posted on the Board website at [www.drycleaningtrustfund.alabama.gov](http://www.drycleaningtrustfund.alabama.gov). Only work required by the Alabama Department of Environmental Management is eligible for reimbursement through the Alabama Drycleaning Trust Fund. The Payment Request must include actual invoices for work performed and evidence that the required reports were submitted to ADEM.

Should you have any questions, please do not hesitate to call me at 334-271-0400 or email [acousins@acessllc.com](mailto:acousins@acessllc.com).

Attachments